

SBA

SOP 00 13 4

Property Management Program

Office of Administration

U.S. Small Business Administration



**SMALL BUSINESS ADMINISTRATION
STANDARD OPERATING PROCEDURE**

National

SUBJECT: Property Management Program	S.O.P.		REV
	SECTION 00	NO. 13	4

INTRODUCTION

1. Purpose. To establish guidelines for managing, operating, and exercising accountable control over all property.
2. Personnel Concerned. All SBA Employees.
3. Directives Canceled. SOP 00 13 3.
4. Originator. Office of Administrative Services
Office of Administration

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Chapter 1

Overview of Property Management

1. What is the Purpose of SBA's Property Management SOP?

This SOP provides information regarding the acquisition, receipt, storage, distribution, accountability, use, and disposal of SBA personal property.

2. What is Personal Property?

In general, personal property is everything that is owned by SBA and is not real estate. In this SOP the terms property and personal property are used interchangeably. This SOP deals with personal property, not real estate.

3. What Laws and Regulations Deal with Property Management?

The Act that most directly affects property management is the Federal Property and Administrative Services Act of 1949, (40 U.S.C.A. 471 et seq.) and its implementing regulations, Federal Property Management Regulations, 41 CFR, part 101. Section 2 of this Act provides the Government a system for:

- a. The procurement and supply of personal property;
- b. The use of available property; and
- c. The disposal of excess property.

4. Does SBA Have the Authority to Issue Directives Relating to Property Management?

Yes, Title II, Section 205 (c) of the Federal Property and Administrative Services Act (40 U.S.C.A. 486 (c)) authorizes the head of each executive agency to issue orders and directives necessary to carry out GSA regulations regarding property management.

5. Can a Delegation of Authority Be Made for Another SBA Official to Act on Behalf of the Administrator?

Yes, delegations and redelegations of authority can be made in accordance with the administrative and management rules and regulations of the SBA.

Chapter 2

Management

Property

1. What is Personal Property Management?

Personal property management is a system for acquiring, maintaining, safeguarding, and disposing of SBA property. Its function is to:

- a. Provide you with the equipment and supplies you need to do your job;
- b. Ensure maximum use of SBA personal property;
- c. Require purchase of items from GSA's excess property lists to keep the purchase of new property to a minimum;
- d. Maintain inventory at adequate levels to meet staff needs;
- e. Ensure prompt reporting of excess property for use elsewhere;
- f. Ensure compliance with approved use standards including those published in the Federal Property Management Regulations (FPMR);
- g. Avoid purchasing luxury items not essential to the operations of SBA; and
- h. Arrange to rehabilitate present equipment to keep the purchase of new property to a minimum.

2. Who is Responsible for Property Management?

- a. The Director of the Office of Administrative Services (OAS) is the Property Management Officer for the Agency and develops and implements guidelines and procedures for management of the Agency's personal property.
 - (1) In Headquarters, the Chief, FMB, is the Property Control Officer for the following locations:
 - (a) Office of the Administrator;
 - (b) Office of the Deputy Administrator;
 - (c) Office of the Associate Deputy Administrator for Management and Administration; and
 - (d) Office of the Assistant Administrator for Administration.

- (2) Office Directors are the property control officers for their areas.
- b. In the field offices, the regional administrator is the property control officer for each regional office. The district director is the property control officer for each district and branch office under his or her jurisdiction.
- c. Property control officers can designate accountable officers to direct the care and use of personal property assigned to them. Accountable officers should be supervisory administrative employees. Only in rare circumstances should an employee below the level of supervisor be designated an accountable officer.

3. What are the Responsibilities of a Property Control Officer?

As a property control officer you must:

- a. Coordinate inventory and supervise accountable officers;
- b. Review Annual Inventory Report to make sure that all property is accounted for;
- c. Review and make recommendations on the Report of Property for Survey;
- d. Supervise the transfer of personal property; and
- e. When an employee leaves SBA, ensure that all SBA property is returned, and indicate compliance by signing and dating SBA Form 78, "Separation Checklist."

4. What are the Responsibilities of an Accountable Officer?

As an accountable officer you must:

- a. Assume responsibility of all personal property in your area of jurisdiction;
- b. Maintain the personal property inventory system; and
- c. Arrange to remove or transfer unused personal property.

5. Does the Government Have Requirements for the Minimum Use of Property?

Yes, the Government does have requirements for the minimum use of certain Government-owned personal property. Executive agencies can also establish additional requirements for the efficient functioning of a particular office. The minimum requirements are as follows.

a. Office Furniture and Equipment, 41 CFR 101-25.302.

- (1) Before ordering additional office furniture or equipment you must determine that the items are essential (e.g., an increase in personnel) or to avoid an impairment of program efficiency. The SBA must restrict its purchase to usable excess, rehabilitated items, or the least expensive new lines available when the SBA determines that the item is not economically repairable or where reductions in office space are accomplished through the use of more convenient or smaller size furniture. The savings in rent must offset the cost of the furniture.
- (2) If you use items only occasionally they should be pooled within the SBA and made available to other activities.

b. Filing Cabinets, 41 CFR 101-25.302-2.

- (1) The SBA should contain its needs for filing cabinets through the timely disposal of records and transfer of records to the Federal Records Centers.
- (2) The SBA should use 5-drawer filing cabinets instead of 4-drawer cabinets.
- (3) Whenever possible, SBA must use letter sized filing cabinets instead of legal size.

c. Carpeting, 41 CFR 101-25.302-5.

Carpeting is appropriate for use over other types of floor covering based on cost, safety, insulation, and acoustical control. You must consider the degree of interior decoration required and the use of the space.

d. Electronic Office Machines, 41 CFR 101-25.104.

Under most circumstances electrically operated machines will be used. Battery operated machines are appropriate if electric current is not conveniently available, portability is required, limited use does not warrant electrically operated machines, or you require protection against emergency shutdown.

e. Window Coverings/Draperies, 41 CFR 101-25.302-7.

Window coverings are appropriate in SBA office space. The choice of window covering should be made based on cost, insulation, and acoustical control. You must consider the most efficient use of the space when choosing an appropriate window covering. If draperies are the most efficient choice, they must be made of a noncombustible or flame-retardant material.

6. When Should Property Be Replaced?

You should keep items of equipment that are in workable condition even if the standard allows replacement, if the item can continue to be used without excessive maintenance costs or substantial reduction in trade-in value.

7. What are the Standards for Replacing Office Furniture?

Office furniture can be replaced when:

- a. You determine that replacement is essential to perform the functions of the Agency; and
- b. The estimated cost of repair and restoration, including transportation costs, exceeds 75 percent of the replacement cost. The cost of the replacement item should be based on the GSA Supply Catalog, Federal Supply Schedules or the lowest available market price.

8. Can I Repair Office Furniture if the Restoration Costs Exceed 75 Percent?

Yes, but the Property Management Officer must approve the repair.

9. Are there Any Exceptions to the Standards for Replacing Office Furniture?

Yes, when the cost of repair is less than 75 percent of the replacement cost, you can still replace the item if the cost does not comparatively extend the life of the item. For example, a chair costs \$100.00 and restoration costs are \$50.00. The life of the chair is 10 years. If restoration would extend the life of the chair less than 5 years, you can replace it.

10. What are the Standards for Replacing Office Machines?

- a. Electrically operated office machines (typewriters, adding machines, and desk calculators) under 12 years old or manually operated office machines under 15 years old can be replaced only if:
 - (1) The estimated one-time repair cost of a machine under 8 years old exceeds 50 percent of the replacement costs for a comparable new model regardless of trade-in or sale value;
 - (2) The estimated one-time repair cost of a machine over 8 years old exceeds 25 percent of the replacement costs for a comparable new model regardless of trade-in or sale value; and

- (3) Electronic office machines such as calculators, accounting machines, and dictating equipment can be replaced after the warranty expires if the estimated one-time repair costs exceeds 80 percent of the replacement costs of a comparable new model.
- b. In addition, office machines may be replaced under the following circumstances:
 - (1) When an office machine has a history of constantly breaking down or replacement parts are not available, creating a loss of productivity through down-time; and
 - (2) When office machines lack features needed to perform continuing tasks. This condition shall not be used to support the replacement of typewriters.

Note: The acquisition cost is available from Federal Supply Schedules. If you are unable to determine the individual cost from the Federal Supply Schedule due to quantity discounts, price information can be obtained from AOs in field offices or the Office of Procurement and Grants Management (OPGM) in Headquarters. Estimated repair, including transportation costs, should be obtained from the servicing contractor.

11. What is the Record Keeping System for Property?

The Fixed Asset Accountability System (FAAS) is an Agency-wide inventory system for managing property. FAAS was developed by the Office of the Chief Information Officer (OCIO) in coordination with FMB of OAS.

12. How Do Accountable Officers Use the Fixed Asset Accountability System (FAAS)?

- a. The Accountable Officers must use the FAAS to:
 - (1) Create inventory records;
 - (2) Assign, transfer, surplus, and excess property;
 - (3) Maintain machine repair records;
 - (4) List lost, stolen, destroyed, or unserviceable property; and
 - (5) Generate queries and reports.
- b. Information must be kept current and include all information required by the database. Before using FAAS it is important to understand how the system works. The User Guide is available through FMB and contains a full explanation of the system.

13. Must Property Be Labeled?

Yes, the accountable officer must affix bar codes to all property valued at \$50 or more. Bar codes are available through FMB.

14. When Must the Accountable Officer Take a Physical Inventory of the Property?

The accountable officer must take a physical inventory of all property under their jurisdiction valued at \$50 or more annually.

15. Must the Accountable Officer File the Results of the Physical Inventory with FMB?

Yes, the accountable officer must submit a current inventory report by December 31st. The accountable officer must verify and sign the inventory report. The property control officer must review, approve, and forward it to FMB in Headquarters. Upon receipt of all inventory reports, the Headquarters accountable property officer will prepare a consolidated report for the Headquarters property control officer by January 20th of each year.

16. What Happens if My Physical Inventory Does Not Agree with FAAS?

If the accountable officer cannot locate individual items, he/she must prepare a list of the missing property for the property control officer. The property control officer will forward the list to the Chairperson, Board of Survey, for action.

17. What are the Responsibilities of the Accountable Officer for Safeguarding Property?

- a. Accountable officers must ensure that certain items are kept in locked storage such as:
 - (1) Audiovisual equipment;
 - (2) Cameras;
 - (3) Portable dictating and transcribing machines;
 - (4) Cellular phones;
 - (5) Slide projectors;
 - (6) Tape recorders; and
 - (7) Laptop computers.
- b. Accountable officers must use SBA Form 654, "Property Receipt," to control assignment of SBA personal property.

18. What are the Procedures for Lending SBA Property to Employees at Headquarters?

- a. The office director must prepare a memo to the Director, OAS, describing in detail the work to be done off the premises and request approval to lend the property. The Director and Deputy Director, OAS have approval authority.
- b. Upon receipt of property, the employee must sign an SBA 654 and obtain an OF 7, "Property Pass," from OAS to remove equipment from the building. Once signed out, the approval continues until the property is officially returned to OAS. OAS must clearly indicate on the property pass the date on which the property is expected to be returned.
- c. OAS must review equipment loans annually.
- d. The accountable officer must note in the FAAS inventory system that the property has been removed from the building, where it is, and who has possession of it.

19. Do these Procedures Also Apply to SBA Contractors?

No. Contractors are not allowed to take SBA equipment out of SBA office space.

20. What are the Procedures for Lending SBA Property to Employees in the Field?

- a. The supervisor must prepare a memo to the field office head describing in detail the work to be done at home and request approval to lend the property. The field office head or his/her designee have approval authority.
- b. Upon receipt of property, the employee must sign SBA 654 and obtain an OF 7, if applicable, to remove equipment from the building.
- c. The field office head must review equipment loans yearly.
- d. The accountable officer must note in the FAAS inventory system that the property has been removed from the building, where it is, and who has possession of it.

21. What are the Procedures for Sending Equipment out for Repair?

The accountable officer must issue an OF 7 to the contractor and update the FAAS system to indicate that the equipment is out for repair.

Chapter 3

Excess Property

1. What Regulation Discusses Excess Property?

41 CFR 101-43 thru 46.

2. What is Excess Property?

Excess property is personal property no longer required by the owning agency.

3. What are the Procedures for Acquiring Excess Property?

- a. Contact the GSA Federal Supply Service Bureau (FSSB) staff serving your location.
- b. Contact other Federal agencies directly. You do not need approval from GSA for inter-agency property transfers.
- c. After identifying desired property complete SF 122, "Transfer Order Excess Personal Property."
- d. Arrange for transfer of property.

4. What Does Excess Property Cost?

Transfers between Federal agencies are normally made without charge for the property itself. Care, handling, and transportation costs are paid by the receiving agency.

5. What are the Procedures for Disposing of Excess Property?

- a. Notify FMB to determine if the SBA can utilize your property.
- b. Determine if another Federal agency can utilize your property.
- c. Prepare and submit an SF 120, "Report of Excess Personal Property," to the GSA regional office servicing your geographic area.

6. What are the Procedures after GSA Receives My SF 120?

- a. Utilization: After receipt of SF 120, GSA makes the property available to other Federal agencies for 21 days.

- b. Donation: After the expiration of the first 21-day period, GSA makes the property available to State agencies for 21 days.
- c. Sales: After the expiration of the second 21-day period, GSA offers the property for sale to the general public for 21 days.

7. What Happens if GSA Decides that the Property Cannot Be Utilized, Donated, or Sold?

GSA authorizes the destruction or abandonment of the property.

8. What are the Procedures if GSA Informs Us that We Can Abandon or Destroy Property?

In Headquarters, the Director or Deputy Director, OAS, and in the field, the field office head must make a written determination that the property has no commercial value or that it would cost more to process the items and conduct a sale than any estimated profits would generate.

9. What Information Should I Include in the Written Determination?

Your written determination should include:

- a. A detailed description of the property, condition, and total acquisition cost;
- b. A statement describing the proposed method of destruction or the abandonment location; and
- c. The signature of the Director or Deputy Director, OAS, and in the field, the field office head.

10. Am I Required to Give Public Notice of Proposed Abandonment or Destruction of Property?

Yes, public notice of intent to abandon or destroy property is required **except** in the following circumstances:

- a. The value of the property is so little or the cost of its care and handling is so great that its retention for advertising for sale is clearly not economical;
- b. Abandonment or destruction is required because of health, safety, or security reason; and
- c. The original value or cost was less than \$500.

11. What Information Must I Include in the Public Notice?

- a. A general description of the property;
- b. The date and location of the abandonment or destruction action;
- c. An offer to donate the property to public bodies; and
- d. An offer to sell the property in accordance with 41 CFR 101-45.304-2.

12. Where Must I Post the Public Notice?

You can post the public notice in public places or publish the notice in an organizational newsletter or local newspaper.

13. How Long Must I Post the Notice?

You should post the notice for at least 7 days.

14. Can I Donate Surplus Computers to Educational Institutions?

- a. Under the provisions of Executive Order 12999, Federal agencies may transfer or donate educational-related equipment to schools and non-profit organizations, including community based educational organizations. If you decide to participate in this program, the following procedures must be followed.
 - (1) Contact the OCIO in Headquarters to ensure that no SBA office needs your computer equipment. You must tell them what devices and software are installed on the computer, brand, chip size, random access memory (RAM) amount, and hard disk size.
 - (2) Contact the administration offices of your local school district or non-profit organization to see if there is an interest in your computer equipment.
 - (3) Contact the Director, OAS, in writing by memo or e-mail to notify of the intent to donate.
 - (4) Request a written and dated receipt from the recipient school system for your file.
- b. You should deal directly with the local school system or board regarding these donations. To avoid the appearance of impropriety the school officials should assign the equipment to the individual schools.

Chapter 4

Board of Survey

1. What Happens if SBA Property is Lost, Stolen, Damaged, or Destroyed?

First, if you believe the property was stolen, the Headquarters Accountable Officer must immediately notify the Federal Protective Service, the building manager, and the Office of Inspector General, Investigations Division in Headquarters. In the field, the field accountable officer must immediately notify the field Federal Protective Service, field office head, and the building manager. Second, the accountable officer must ascertain the facts and submit a report to the Chairperson of the Board of Survey on SBA Form 386, "Report of Property for Survey." (Reports of lost, stolen, or damaged property should only be made for property valued at \$250 or more.) The Chairperson must answer questions 1 through 12 and provide in the narrative (question 12) the following information. Administrative Tort Claims filed with the Agency, even if they involve damages to SBA property, must be processed under 13 CFR 114.

a. For All Cases:

- (1) Date the property was discovered missing;
- (2) Last date the property was known to be on hand; and
- (3) Efforts made by the accountable office to locate the property, such as inquiry of building manager; search of premises; and inquiry of SBA employees, and employees occupying adjoining offices or the entire building.

b. For Property in Storage:

- (1) Room location;
- (2) Person who had access to the room;
- (3) If the room was locked;
- (4) Reason the property was in storage; and
- (5) The date of the last inventory listing the property.

- c. Damaged or Destroyed Property:
 - (1) Extent of damage;
 - (2) Cost of repairs or replacement; and
 - (3) How the damage or destruction occurred.

- d. Property valued at less than \$250:

If the property in question is valued at less than \$250, a memo must be forwarded to the Director, OAS, from the office head, explaining what happened to the property and that the event has been documented in the FAAS inventory system

2. What are the Functions of the Board of Survey?

- a. Review all cases of loss, theft, damage, or destruction of property valued over \$250.
- b. Recommend to the survey officer the fixing of responsibility (or the relief from responsibility) for the loss.
- c. Recommend to the survey officer what disposition shall be made of damaged property.
- d. Make recommendations to SBA officials for corrective action to avoid future loss.
- e. Forward all reports to the Agency survey officer after action is completed by the board.

3. Who is the Survey Officer?

The Director, OAS, field office head, and disaster area office directors serve as survey officers for their areas of jurisdiction.

4. What are the Functions of the Survey Officer?

- a. The survey officer reviews the recommendations of the Chairperson, when acting alone, and the Board of Survey, when acting as a group.
- b. Determines if the employee should be held responsible.
- c. Determines disposition on lost, destroyed, damaged, or stolen property and determines if this property should be removed from the records.
- d. Determines if a case should be reopened if additional facts become available.

5. Who are the Members of the Board of Survey?

- a. The District Board of Survey is a three-member board composed of district counsel, serving as chairperson, and designees with financial and procurement responsibilities.
- b. The Disaster Area Board of Survey is a three-member board composed of area counsel, serving as chairperson, and designees with financial and procurement responsibilities.
- c. In Headquarters, the Board of Survey is a four-member board composed of the Chief, FMB, serving as chairperson, and designees from the Office of Inspector General (OIG) Investigations Division, and the Office of Chief Financial Officer (OCFO). A nonvoting member represents the Office of General Counsel (OGC).

6. What are the Dollar Limitations on the Board of Survey?

The District and Disaster Area Boards of Survey can rule on claims of \$5000 and under. The chairperson of both these boards can rule on claims of \$5000 or under (independent of the board's review) except when he/she believe the report should be reviewed by the full board, or when an employee requests a hearing before the full board. Claims of over \$5000 must be forwarded to the Headquarters Board of Survey.

7. What is the Role of the Board of Survey in Reviewing Evidence and the Survey Report?

- a. The Board of Survey shall consider the evidence submitted with a survey report and can request additional information.
- b. An employee shall have the opportunity to appear in person or in writing regarding the circumstances of the case. No travel expenses will be paid for the employee, nor can the Board be required to travel in order to conduct the hearing.
- c. The Board of Survey may accept an employee's offer to repair damaged property or replace lost, destroyed, or stolen property as long as no additional expense or burden is borne by the Government.

8. Who is Responsible for Completing the Report of Property for Survey (SBA Form 386)?

- a. The accountable officer is responsible for completing items 1 through 12.
- b. The Chairperson of the Board of Survey must complete item 13.
- c. The Board of Survey must complete item 14, listing its recommendations.
- d. The survey officer must complete item 15, and forward the original to OCFO, one

copy to the accountable officer, one copy to the Chairperson, Board of Survey, one copy to FMB, and one copy to the employee involved, if any.

- e. OCFO must complete item 16(a) which certifies that action has been taken to collect funds owed SBA, and the records have been adjusted.
- f. The accountable officer must complete item 16(b) upon receipt of the fully executed copy of the Report of Property for Survey.

Chapter 5**Management****Photocopy****1. Are there Any Rules Governing the Use of Photocopy Machines?**

- a. Photocopy machines are for official Government business only and must not be used for any other purpose. SBA employees who use photocopy machines for purposes other than Government business are subject to criminal or administrative sanctions.
- b. Federal law prohibits the copying of the following materials under penalty of fine or imprisonment.
 - (1) Obligations or securities of the United States Government, such as:
 - (a) Certification of Indebtedness;
 - (b) National bank currency;
 - (c) Coupons from bonds;
 - (d) United States bonds;
 - (e) Federal Reserve Bank notes;
 - (f) Federal Reserve notes;
 - (g) Treasury notes;
 - (h) Silver Certificates;
 - (i) Gold Certificates;
 - (j) Fractional notes;
 - (k) Certificates of Deposit;
 - (l) Paper Money;
 - (m) Bonds and obligations of certain agencies of the Government such as FHA, etc;
 - (n) U.S. Savings Bonds;

- (o) War Savings Stamps, if in albums filled or partially filled. (They may be photographed only if the reproduction is either 25 percent smaller in each dimension or 50 percent larger in each dimension.);
 - (p) Internal Revenue Stamps. (If it is necessary to copy a legal document on which there is a canceled revenue stamp, this may be done provided it is for lawful purposes.);
 - (q) Postage stamps canceled or uncanceled;
 - (r) Postal Money Orders; and
 - (s) Bills, checks or drafts for money drawn by or upon authorized officers of the United States.
- (2) Adjusted compensation certificates for Veterans of the World Wars.
 - (3) Obligations or securities of any foreign Government, bank, or corporation.
 - (4) Copyrighted material of any manner or kind without permission of the copyright owner.
 - (5) Certificates of citizenship or naturalization. Foreign naturalization certificates may be photographed.
 - (6) Passports. Foreign passports may be photographed.
 - (7) Immigration papers.
 - (8) Draft registration cards.
 - (9) Selective Service induction papers that bear any of the following information:
 - (a) Registrant's earnings or income;
 - (b) Dependency status;
 - (c) Court Record;
 - (d) Previous military service; and
 - (e) Physical or mental condition.

- (10) Badges, Identification Cards, passes, or insignia carried by Armed Forces personnel or employees of the Federal Government.
- (11) Copying of the following is also prohibited in certain states:
 - (a) Automobile licenses;
 - (b) Driver's permits; and
 - (c) Automobile certification of title.

2. When Should You Establish a Centralized Photocopy Center?

In order to keep costs to a minimum, a centralized photocopy center should be established whenever possible. No photocopy equipment should be purchased or rented for the sole use of one office, unless that office has no access to a centralized copier or a proven need has been established.

3. What Procedures Must I Follow Before I Rent or Purchase a Photocopier?

- a. Determine the availability of common centralized services.
- b. Review the equipment request to ensure economical procurement and placement of equipment.
- c. Match equipment features to specific copying needs. Make certain the machine you intend to purchase meets, but does not exceed your copying needs.
- d. Provide the office of FMB with a written explanation of your needs and choice of equipment.

4. What Responsibilities Do I Have to Maintain Photocopy Equipment?

- a. In Headquarters, OAS is responsible for photocopy management. The OAS photocopier coordinator must do the following:
 - (1) Maintain a file on each photocopier including:
 - (a) Equipment type, make, model, and serial number;
 - (b) Date of initial installation;
 - (c) Method of procurement;
 - (d) Current location of equipment;

- (e) Record monthly readings for each photocopier; and
 - (f) Production speed and other significant equipment characteristics.
- (2) Recommend approval or disapproval of all requests for new copiers.
 - (3) Provide operator training.
 - (4) Order supplies.
 - (5) Act as liaison with OPGM by evaluating and approving requisitions before they are processed by OPGM.
- b. In field offices, the AO must:
- (1) Make sure that employees comply with all rules and procedures regarding copy machines; and
 - (2) Make sure all copy machine operators are properly trained in its use.

Chapter 6

SBA Employee

Identification Cards

1. What are the Headquarters Procedures for Issuing an Identification Card?

a. For a New Employee.

When you begin employment with the Agency:

- (1) You must fill out SBA Form 1398, "ID Identification Card," and submit it to OAS; and
- (2) OAS will photograph you and issue you an official ID card.

b. For a Temporary Contractor.

If you are hiring a temporary contractor, you must submit a memorandum to the Director, OAS, through the Physical Security Specialist for approval. Include in your memorandum:

- (1) Name of contractor employee;
- (2) Name of contractor's company;
- (3) Expiration date of contract;
- (4) Location of office where he/she will be working; and
- (5) Signature of SBA supervisor to whom the contractor will report.

2. What are the Field Office Procedures for Issuing an Identification Card to a New Employee?

- a. When you begin employment with the Agency, in the field office you must fill out an SBA Form 1398, " and submit two current 1 1/2" x 2" photographs of yourself to the AO.
- b. The AO will prepare an ID card for your signature. The AO will then forward the ID card to the Field office head for official signature and date of issuance.
- c. Once your card is signed by an SBA official, it will be laminated and returned to you.

3. If I Lose My Identification Card, What Should I Do?

If you lose your card, report it immediately to OAS in Headquarters or the AO in the field for cancellation and reissuing.

4. When I Leave the Agency, What Should I Do with My Identification Card?

- a. When you leave the Agency you must return your identification card to OAS in Headquarters or the AO in the field.
- b. Your final salary check will not be issued until you return all Agency property, including your identification card. When OAS in Headquarters or the AO in the field receives this property, they will sign off on the SBA 78, and send the form to the Payroll Officer.

Chapter 7

Bulletin Boards

1. Are all SBA Offices Required to Have a Bulletin Board?

Yes, all SBA offices are required to have a bulletin board for centralized placement of Federally mandated announcements.

2. Are there Any Restrictions on the Use of Agency Bulletin Boards?

Yes, these bulletin boards are also used for official Government notices that require posting at the workplace, such as official notices, Government posters, and job announcements. Article 14 Section 4 of the Master Agreement governs the posting of union material on bulletin boards.

Chapter 8

Motor Vehicle Management

1. What Laws and Regulations Govern the Motor Vehicle Management Program?

- a. 41 CFR Part 101-38, Motor Vehicle Management; and
- b. 40 U.S.C. 901

2. What are the Agency's Responsibilities for Controlling Federal Motor Vehicle Costs?

Federal agencies are required to control all expenditures associated with motor vehicles, including acquisition, maintenance, and storage costs, to ensure overall reduction of Federal motor vehicle costs according to 40 U.S.C. 901.

3. What are the Office of Administrative Services' Responsibilities for Motor Vehicles?

- a. Establish and implement standards and procedures for the acquisition, use, operation, service, storage, reporting, and management of motor vehicles;
- b. Ensure that all SBA officials concerned with the use or control of Government-owned, -leased, or -rented vehicles are fully acquainted with the requirements of this SOP, and that applicable regulations are compiled with;
- c. Procure Government-owned vehicles on a dispatch or assigned basis;
- d. Administer public laws relating to official use and care of Government-owned, -leased, or -rented vehicles;
- e. Develop a system of reporting and coordinating SBA's annual requirements for interagency fleet management vehicles;
- f. Implement GSA standards and safety regulations;
- g. Administer fleet management system operations reporting requirements of SBA and GSA;
- h. Provide guidelines for Agency officials concerning the Motor Vehicle Management Program; and
- i. Direct the annual allocation of GSA Interagency Fleet Management Center vehicles for SBA use through liaison with GSA.

4. What are the Field Office Responsibilities?

- a. Carry out official SBA and GSA directives and guidelines;
- b. Ensure the adequacy and use of the number of vehicles assigned within their jurisdiction;
- c. Ensure that each operator of a Government-owned vehicle's familiar with the contents of the "Motor Vehicle Operator's Packet" issued with each GSA Interagency Fleet Management Center vehicle; or with the owner's manual in leased vehicles; and
- d. Ensure that local traffic laws and regulations are understood and obeyed by operators of Government-owned, -leased, or -rented vehicles.

5. How Do You Acquire Motor Vehicles from the GSA Interagency Fleet Management System?

- a. Contact regional or local Interagency Fleet Management Systems operated by the General Services Administration (GSA) to fulfill authorized requirements for passenger-carrying motor vehicles.
- b. If Government vehicles are not available, commercial vehicles may be obtained directly from car rental companies.
- c. When renting or leasing automobiles from commercial sources, use compact or economy vehicles.
- d. Make arrangements for vehicle usage as far in advance as possible. If a vehicle cannot be obtained from the GSA Interagency Fleet Management Center, advance reservations will enable the Agency to get a vehicle through a commercial source at the lowest cost possible.
- e. Government employees are permitted to use personally-owned vehicles only under the following circumstances (see SOP 20 11, chapter 4):
 - (1) When it is economically advantageous to the Government at the mileage rate established for the area;
 - (2) If the use of a commercially rented vehicle would otherwise be authorized for the travel involved; or
 - (3) If both common carrier and Government-owned vehicle transportation are not feasible in the circumstances, or transportation by those means would be more costly to the Government.

- f. Vehicles obtained from GSA for official purposes should bear the standard fleet management identification and be shipped with official U.S. Government tags. Persons accountable for GSA vehicles must contact the GSA Interagency Fleet Management Center Manager to ensure vehicles are equipped with this identification.
- g. Loan collection officers or investigative personnel may request authority to use unmarked vehicles in the course of their assignment under the provisions of 41 CFR 101-38.200(f).
 - (1) A certification must be submitted to GSA stating that the motor vehicle is used primarily for the purpose of investigative, law enforcement, or intelligence duties involving security activities and that the identification of the motor vehicle(s) will interfere with the discharge of such duties or endanger the security of individuals or the United States Government. The use of unmarked cars must be approved by:
 - (a) The Inspector General for OIG employees; or
 - (b) The Administrator or his/her designee for all other SBA employees.
 - (2) Send approved certification to GSA, FBF, Washington, D.C. 20406.
 - (3) In accordance with 41 CFR: “Vehicles regularly used for common administrative purposes not directly connected with the performance of law enforcement, investigative, or intelligence duties involving security activities must not be exempt.”

Where Can I Get Help in Planning Vehicle Acquisitions?

Agencies can submit requests in writing to GSA asking for assistance in planning your motor vehicle acquisitions. Send you request to the General Services Administration, ATTN: MTV, Washington, DC 20405.

6. How Do You Determine What Size Vehicles to Acquire?

- a. Under the provisions of 41 CFR §101-38.104(b)(6), all motor vehicles acquired for official purposes by executive agencies must achieve maximum fuel efficiency.
- b. Limit vehicle body size, engine size, and optional equipment to what is essential for meeting the Agency’s mission. With the exception of vehicles used by the President and Vice President and vehicles for security and highly essential needs, agencies are encouraged to acquire compact (Class II) sedans or smaller. Use midsize (Class III) sedans only when such a vehicle is absolutely essential to the Agency’s mission. Requests for any vehicle larger than a Class II sedan must be approved by the Director of OAS.

7. Can the Agency Acquire Vehicles without Going through GSA?

Yes, the Agency may acquire vehicles without going through the GSA Automotive Center. If this option is used, the GSA Reporting Requirements for Vehicles Purchased or Leased are as follows.

- a. The Agency must send copies or synopses of such vehicle leases and procurements to the General Services Administration, ATTN: MTV, Washington, DC 20405.
- b. Use the adjusted combined city/highway mileage ratings for passenger automobile and light trucks developed each fiscal year by the Environmental Protection Agency (EPA).
- c. Submit the information to GSA immediately after the purchase or effective date of each lease. All your submissions for a fiscal year must reach GSA by December 1 of the next fiscal year. GSA issues information about the EPA mileage ratings to help agencies plan their acquisitions.
- d. Inform GSA if you do not intend to purchase or lease vehicles or if you satisfy your total motor vehicle requirements through GSA Interagency Fleet Management System.
- e. Include your submission to GSA vehicle procured or leased by your agency for use in any State or commonwealth of the United States and the District of Columbia. Do not include vehicle lease renewal options as new acquisition vehicle leases.

If You Need to Lease a Vehicle, What Additional Information Does GSA Require?

- a. You must send to GSA, ATTN: MTV, Washington, DC 20405 copies or synopses of lease agreements for passenger automobiles and light trucks you lease for 60 continuous days or more. GSA uses this information to keep a master record of all leased motor vehicles under 8,500 pounds (GVWR).
- b. Instead of copies or synopses of lease agreements, you may send the following information:
 - (1) Number of vehicles;
 - (2) Category;
 - (3) Make;
 - (4) Model;
 - (5) Transmission type (if manual, number of forward speeds);
 - (6) Cubic inch displacement of engine;

- (7) Fuel type (i.e., gasoline or alternative fuel);
- (8) Monthly lease cost;
- (9) Duration of lease (include option to renew);
- (10) Vehicle type;
- (11) Gross vehicle weight rating (GVWR)(light trucks only); and
- (12) Lessor's name and address.

8. If I Need to Use an Agency Vehicle, Whom Do I Contact?

In Headquarters contact OAS. In the field contact the AO.

9. Who Must Approve the Use of Agency Vehicles?

In the Headquarters, the program head approves the use of vehicles; in the field, the office head approves it.

10. What Do I Need to Operate a Government Motor Vehicle?

Federal employees must have both of the following to operate a Government motor vehicle:

- a. A current valid motor vehicle operator's license and a permit for the type of vehicle to be operated, if necessary; and
- b. An SBA identification badge.

11. What License Plates Must Our Vehicles Have?

The Agency must display official U.S. Government license plates on all motor vehicles. You get these license plates from the Superintendent of Industries, District of Columbia, Department of Corrections, Lorton, VA 22079.

12. When is it Appropriate to Use the SBA Government Motor Vehicle?

Employees of SBA can operate and ride in Government-owned or -leased motor vehicles for official purposes only, to perform the Agency's mission as authorized by the Administrator or his or her designee. You cannot use such a vehicle for personal purposes, comfort, or benefit. When determining whether to use Government motor vehicles, take into consideration the total cost to the Government including cost of per diem and overtime, loss of work time, and actual transportation costs.

When is Off Duty Use of a Government Vehicle Permitted?

Government vehicles may be used for transportation of employees on disaster or travel status to drugstores, medical facilities, food service facilities, barber or beauty shops, places of worship, and laundry and dry cleaning establishments ONLY when public transportation is unavailable or its use is very costly or highly impractical. No other use of Government vehicles is permitted off duty.

13. May Executive-Agency Employees Use Motor Vehicles that are Owned or Leased by the Government for Transportation between Home and Work?

Generally no. You may use a motor vehicles owned or leased by the Government between your home and work only if authorized by the Administrator unless the Administrator delegates authority. OAS must keep a copy of the written authorization and monitor the use of these vehicles while the authorization is in effect.

14. May Government Contractors Use Motor Vehicles that are Owned or Leased by the Government?

Government contractors or subcontractors may use a Government motor vehicle under the following conditions:

- a. The terms of the contract must provide for such use;
- b. Employees of contractors and subcontractors can only use Government vehicles for official purposes connected with performing the contract;
- c. Government vehicles can not be used by contractors or subcontractors between home and work; and
- d. If suitable penalties are established and enforced against employees who use, or authorize the use of, such vehicles for unofficial purposes.

15. How are Government Employees, Supervisors, and Contractors Penalized for Misuse of Motor Vehicles Owned or Leased by the Government?

If you are a Federal employee or contractor, you are responsible for properly using and operating motor vehicles owned or leased by the Government. If you use such a vehicle for unofficial purposes, you may be penalized under 31 U.S.C. 1349. If you are a supervisor, you are equally responsible as the employee you supervise for properly using motor vehicles owned or leased by the Government. Any SBA employee who uses or authorizes the use of a Government vehicle for other than official purposes is subject to a penalty that ranges from suspension of at least 30 days to removal from Federal service.

16. Who Do You Report Violations to for Disciplinary Action?

- a. When an SBA employee knows or suspects that any unauthorized use of a Government vehicle by another employee has been or may be occurring, a report must be made immediately to the cognizant Central Office Duty (COD) Station of the Investigations Division of the SBA OIG. In general, such reports should be forwarded through normal channels or to the OIG telephone or mail hotlines, unless the employee wishes for any reason to make a direct report to the Investigations Division (e.g., the possible misconduct involves an official in the reporting chain).
- b. The Investigations Division, OIG is responsible for conducting, coordinating, or supervising such investigations of allegations of unauthorized use of a Government vehicle as it deems necessary.
- c. Any employee who willfully uses or authorizes the use of any Government vehicle for other than official purposes is subject to a suspension of no less than 30 days or removal of Federal service.

17. What Must Federal Employees and Government Contractors Do to Maintain and Protect Motor Vehicles?

You must care for and protect motor vehicles owned or leased by the Government when they are under your control:

- a. Park or store motor vehicles in ways that reasonably protect them from pilferage or damage; and
- b. Lock unattended motor vehicles (the only exception occurs when fire regulations or other directives prohibit locking vehicles in closed buildings or enclosures).

18. What Government-Issued Credit Cards Must I Use to Purchase Fuel?

- a. You must use a fuel credit card specifically issued for this purpose. These cards are designed to collect vehicle data at the time of purchase. The credit card contractor deducts State sales tax from fuel purchases before the Agency is billed. GSA administers this credit card program.
- b. For further information on acquiring these credit cards and their use, contact General Services Administration, ATTN: FBF, Washington, DC 20406.

What Type of Fuel Do I Use in Motor Vehicles?

Motor vehicle operators must use the grade (octane rating) of fuel recommended by the vehicle manufacturer.

Do We Have to Use Self-Service Pumps?

You must use the least expensive method to obtain the grade fuel you need. If self-service fuel pumps are less expensive, you must use them to the extent possible.

19. Are Executive-Agency Employees Bound by State and Local Traffic Laws?

You must obey all motor vehicle traffic laws of the State and local jurisdiction in which you drive a motor vehicle owned or leased by the Government. You are personally responsible if you violate State or local traffic laws. If you are fined or otherwise penalized for an offense you commit while performing official duties, payment is your personal responsibility.

20. Who Pays for Parking Fees?

You must pay parking fees while operating a motor vehicle owned or leased by the Government. However, you can expect to be reimbursed for parking fees incurred while performing official duties. If you are fined for not paying a parking fee while operating a motor vehicle owned or leased by the Government, payment is your personal responsibility.

21. Are there any Mileage Limitations on the Usage of Government Vehicles?

The average use objective established by GSA for interagency motor pool standard passenger-carrying vehicles is 3,000 miles per quarter, or 12,000 miles per year, with minimum of 8,000 miles per year. If the objective is not met, GSA will require a justification as to why the vehicle is needed.

What Kind of Maintenance Programs Must We Have?

You must have a scheduled maintenance program for each motor vehicle owned or leased by the Government under your control. The Car Users Manual outlines the schedule for routine maintenance.

Where Can We Get Help in Setting Up a Maintenance Program?

Contact the General Services Administration, ATTN: MTV, Washington, DC 20405.

Must Our Vehicles Pass State Emission and Safety Inspections?

Each motor vehicle owned or leased by the Government must pass Federally mandated emission and State inspections in the jurisdictions in which they operate when required by State motor vehicle administrations. GSA will pay the cost of these inspections for vehicles leased from the GSA Interagency Fleet Management System.

22. What Happens if I am Involved in an Accident While Using a Government Vehicle?

The operator of the vehicle is responsible for reporting of any accident in which the vehicle may be involved to the following persons immediately, either in person, or by telephone:

- a. The manager of the GSA Fleet Management Center which assigned the vehicle;
- b. The employee's supervisor and the accountable officer for the proper location; and
- c. State, county, or municipal authorities, as required by law.

23. How Do I Report a Motor Vehicle Accident?

- a. There are two forms to use when reporting an accident involving a motor vehicle owned or leased by the Government.
 - (1) Standard Form 91, "Motor Vehicle Accident Report." The vehicle operator should complete this form at the time and scene of the accident if possible, regardless of the damage.
 - (2) Standard Form 94, "Statement of Witness." This form may be used to supplement in the operator's statements about how the accident occurred.
- b. The operator must follow these directives:
 - (1) Obtain name, address, and telephone number of each witness;
 - (2) Request that each witness complete an SF 94.
 - (3) The vehicle operator shall submit the SF 94 and all other pertinent information to his or her supervisor; and
 - (4) The vehicle operator shall provide all accident documentation to the GSA Fleet Management Center within 10 days.

24. If I Become Injured in an Accident Involving a Government Vehicle and Am Unable to Complete the Appropriate Reports What Will Happen?

If the vehicle operator is injured and unable to complete the reports, his or her supervisor shall complete the required forms and make necessary notifications of the accident to the Fleet Management, and to the State, county, or municipal authorities, as required by law.

25. What is a Tort Claim?

- a. A tort is a negligent or wrongful act or omission of any employee of the Agency while acting within the scope of his/her employment under circumstances where the United States, if a private person, would be liable to the claimant in accordance with the law of the place where the act or omission occurred.
- b. The Federal Tort Claims Act, 28 U.S.C. 2672, provides for administrative settlement of tort claims of \$25,000 or less.
- c. Public Law 87-258 provides for the defense of suit against Federal employees operating a Government motor vehicle while in the scope of their employment. To show data bearing upon the scope of employment, Optional Form 26, Data Bearing Upon Scope of Employment of Motor Vehicle Operator, must be used. One copy of this form is included in each operator's packet for the convenience of the operator.

26. What is the Annual Report of Motor Vehicle?

Federal agencies submit inventory, cost, and use data at the end of each fiscal year. Using this information, GSA prepares and issues a summary of this data annually. Recipients of this report use it to evaluate and analyze operations and management of the Federal motor vehicle fleet. GSA supplies copies of the report to the Congress, Federal agencies, and other organizations upon request.

When and How Do We Report Motor Vehicle Data?

Within 75 calendar days after the end of the fiscal year (December 15), use Standard Form 82, Agency Report of Motor Vehicle Data, to report motor vehicle inventory, cost, and operating information. AOs must submit their response to Headquarters, OAS by November 15th of each year.

27. What Logs Must You Maintain?

All offices authorized for use of Government vehicles must maintain records of actual vehicle usage. Use SBA Form 1692 to log routine usage. The log must be maintained for 3 years.

Appendix 1**Index to Forms and Reports**

<u>Form</u>	<u>Paragraph</u>
SBA Form 78, SBA Separation Checklist	2-3e
SBA Form 654, Property Receipt	2-17b
OF 7, Property Pass	2-18b
SF 122, Transfer Order Excess Personal Property	3-3c
SF 120, Report of Excess Personal Property	3-5c
SBA Form 386, Report of Property for Survey	4-1
SBA Form 1398, ID Information Card	6-1a
<u>Reports</u>	
Reserved	

**Appendix 2
(Paragraph 2-3e)
Sample SBA Form 78, Separation Checklist**



**U.S. SMALL BUSINESS ADMINISTRATION
SEPARATION CHECKLIST**

SECTION I. TO BE COMPLETED BY SUPERVISOR OR ADMINISTRATIVE OFFICER

INSTRUCTIONS: Initiate this form at least one week prior to employee's separation date. Complete Section I and check appropriate clearances for this employee in Section III and IV.

Name	Social Security Number	Effective Date of Separation
Full Name of Organization (Include all organizational levels.)		
Check one: <input type="checkbox"/> Leaving Federal Service <input type="checkbox"/> Transferring to Another Federal Agency		
Please check each of the following as you complete them. Attach copies as required.		
<input type="checkbox"/> Lump Sum Leave Payment (AD-581) Attached <input type="checkbox"/> Leave Audit (AD-717) Attached <input type="checkbox"/> Request for Personnel Action (SF-52) Attached <input type="checkbox"/> LAN/E-Mail/Mainframe Access Terminated <input type="checkbox"/> Final Performance Appraisal Completed		
I certify that all required forms have been completed and are attached, and that the separated employee's work area has been inventoried.		Telephone Number
Supervisor/Admin.Officer's Signature and Date		

SECTION II. ADMINISTRATIVE CLEARANCES (REQUIRED FOR ALL EMPLOYEES)

INSTRUCTIONS FOR EMPLOYEES: To avoid delay in receipt of your final pay, complete and submit this form to your servicing Personnel Office. You must clear every item in Section II and all "checked" items in Section III and IV. Office of Financial Operations' (OFO) clearance may be obtained by FAX on 303-844-4738. "Post-Employment Briefing" (GC) clearance may be obtained from your Standards of Conduct Counselor. You must clear with your personnel specialist last. If you want your final pay check sent to an address other than where your pay checks are currently sent, complete and attach Change of Address form (AD-349), available in your servicing personnel office, to this clearance form.

INSTRUCTIONS FOR CLEARANCE OFFICIALS: Indicate clearance of chargeable items by signing the applicable block. Note cleared (C) or not cleared (NC) in the appropriate column. Indicate in the comments column the reason any chargeable item was not accounted for or returned and indicate the dollar value of unaccounted for items to be collected from the employee. Sign your full signature.

Item	C/NC	Comments	Signature & Date	Phone #
O Travel Advances				
F Other Travel Indebtedness				
O Imprest Funds				
O Travel Credit Card				
GC Post-Employment Briefing				
A Identification/Fascard				
D Records Management				
M Reference Library Loans				
I Parking Permit/Fascard				
I Property/Equipment				
N IMPAC Credit Card				

SBA Form 78 (4/97) Previous editions are obsolete.
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Appendix 2, con't
Sample SBA Form 78, Separation Checklist

SECTION III. CLEARANCE BY THE OFFICE OF INSPECTOR GENERAL (OIG) (REQUIRED IF CHECKED)

If employee had access to classified information, the OIG must debrief the employee before certifying clearance.

Item	Signature	Telephone Number	Date
Classified Information			

SECTION IV. OTHER CLEARANCES (REQUIRED IF CHECKED)

Item	Signature	Telephone Number	Date
Telephone Credit Card			
Cellular Phone			
Pager			
Other (Please Specify)			
Other (Please Specify)			
Other (Please Specify)			

SECTION V. EMPLOYEE CERTIFICATION

I certify that, except as indicated above, I have returned all government property, records, or documents, including classified material issued or furnished by the Small Business Administration. I am not otherwise indebted to the Small Business Administration. I have have not attached an AD-349, Change of Address form.

Employee's Signature	Date
----------------------	------

SECTION VI. SERVICING PERSONNEL OFFICE CLEARANCE

INSTRUCTIONS FOR SERVICING PERSONNEL SPECIALIST: Indicate completion by initials.

Forms Provided to Employee:	
___ SF-8, Unemployment Compensation	___ SF-2809, Health Benefits Registration
___ SF-2802(CSRs)/3106(FERS), Retirement Refund	___ SF-2810, Health Benefits Change in Enrollment
___ SF-2819, FEGLI Notice of Conversion	
___ SF-2821, Agency Certification of Insurance Status	___ TSP Separation Package
<input type="checkbox"/> AD-581, Lump Sum Leave Payment, Released to NFC	Date
<input type="checkbox"/> NFC Notified by _____ to put hold on final payment.	Date
<input type="checkbox"/> AD-343 Issued by _____ . Amount Due \$ _____ .	Date
Signature - Servicing Personnel Specialist	Date

Appendix 4
(Paragraph 2-18b)
Sample OF 7, Property Pass

OPTIONAL FORM 7 SEPTEMBER 1988 PRESCRIBED BY GSA FPMR (41 CFR) 101-20.110	PROPERTY PASS	1. DATE ISSUED
This pass is to be used whenever property is removed from the building. It is to be properly filled in and signed and handed to the guard when leaving the building.		
2. NAME	3. BUILDING	
4. DESCRIPTION OF PROPERTY BEING REMOVED		
5. PROPERTY BELONGS TO	6. DEPARTMENT OR AGENCY	
7. SIGNATURE OF PERSON AUTHORIZING REMOVAL OF PROPERTY	8. TITLE	
	9. PASS GOOD UNTIL	

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Appendix 5 (Paragraph 3-3c) Sample Form SF 122, Transfer Order Excess Personal Property

STANDARD FORM 122 JUNE 1974 GENERAL SERVICES ADMINISTRATION FPMR (41 CFR) 101-32.308 FPMR (41 CFR) 101-43.315	TRANSFER ORDER EXCESS PERSONAL PROPERTY	1. ORDER NO. 2. DATE				
3. To: GENERAL SERVICES ADMINISTRATION*		4. ORDERING AGENCY (Full name and address)*				
5. HOLDING AGENCY (Name and address)*		6. SHIP TO (Consignee and destination)*				
7. LOCATION OF PROPERTY		8. SHIPPING INSTRUCTIONS				
9. ORDERING AGENCY APPROVAL		10. APPROPRIATION SYMBOL AND TITLE				
A. SIGNATURE		B. DATE				
C. TITLE		11. ALLOTMENT				
		12. GOVERNMENT B/L NO.				
13. PROPERTY ORDERED						
GSA OR HOLDING AGENCY NO. (a)	ITEM NO. (b)	DESCRIPTION <i>(Include noun name, FSC Group and Class, Condition Code and, If available, Federal Stock Number)</i> (c)	UNIT (d)	QUANTITY (e)	ACQUISITION COST	
					UNIT (f)	TOTAL (g)
14. GSA APPROVAL		A. SIGNATURE	B. TITLE		C. DATE	
FOR GSA USE ONLY	AGENCY AND LOCATION			FSC	CONDITION	SOURCE CODE
	AGENCY	STATE				

* Include ZIP Code

122-111

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Appendix 5, con't
Sample Form SF 122, Transfer Order Excess Personal Property

Page _____ of _____	TRANSFER ORDER EXCESS PERSONAL PROPERTY (CONTINUATION SHEET)	1. ORDER NO. 2. DATE					
PROPERTY ORDERED							
GSA OR HOLDING AGENCY NO. (a)	ITEM NO. (b)	DESCRIPTION <i>(Include noun name, FSC Group and Class, Condition Code and, If available, Federal Stock Number)</i> (c)	UNIT (d)	QUANTITY (e)	ACQUISITION COST		TOTAL FAIR VALUE <i>(if any)</i> (h)
					UNIT (f)	TOTAL (g)	

Appendix 6 (Paragraph 3-5c) Sample Form SF 120, Report of Excess Personal Property

STANDARD FORM 120 REV. APRIL 1957 GEN. SERV. ADMIN. FPMR (41 CFR) 101-43.311		REPORT OF EXCESS PERSONAL PROPERTY		1. REPORT NO.	2. DATE MAILED	3. TOTAL COST \$	
4. TYPE OF REPORT (Check one only of "a," "b," "c," or "d")		<input type="checkbox"/> a. ORIGINAL	<input type="checkbox"/> c. PARTIAL W/D	(Also check "e" and/or "f" if appropriate)		<input type="checkbox"/> e. OVERSEAS	<input type="checkbox"/> f. CONTRACTORS INV
		<input type="checkbox"/> b. CORRECTED	<input type="checkbox"/> d. TOTAL W/D				
5. TO (Name and Address of Agency to which report is made) THRU				6. APPROP. OR FUND TO BE REIMBURSED (if any)			
7. FROM (Name and Address of Reporting Agency)				8. REPORT APPROVED BY (Name and Title)			
9. FOR FURTHER INFORMATION CONTACT (Title, Address and Telephone No.)				10. AGENCY APPROVAL (if applicable)			
11. SEND PURCHASE ORDERS OR DISPOSAL INSTRUCTIONS TO (Title, Address and Telephone No.)				12. GSA CONTROL NO.			
13. FSC GROUP NO.	14. LOCATION OF PROPERTY (If location is to be abandoned give date)			15. REIM/REQD		16. AGENCY CONTROL NO.	17. SURPLUS RELEASE DATE
				YES	NO		
18. EXCESS PROPERTY LIST							
ITEM NO. (a)	DESCRIPTION (b)	COND. (c)	UNIT (d)	NUMBER OF UNITS (e)	ACQUISITION COST		FAIR VALUE % (h)
(a)	(b)	(c)	(d)	(e)	PER UNIT (f)	TOTAL (g)	(h)

STANDARD FORM 120 REV. APRIL 1957 EDITION (Use Standard Form 120A for Continuation Sheets) PREVIOUS EDITION USABLE
This form was electronically produced by Elite Federal Forms, Inc.

Appendix 6, con't

Sample Form SF 120, Report of Excess Personal Property

STANDARD FORM 120-A APRIL 1957 GEN. SERV. ADMIN. FPMR (41 CFR) 101-43.311		CONTINUATION SHEET <i>(Report of Excess Personal Property)</i>				PAGE _____	
FROM (Name and Address of Reporting Agency)			REPORT NO.		AGENCY CONTROL NO.		
EXCESS PROPERTY LIST (Continued)		COND. (c)	UNIT (d)	NUMBER OF UNITS (e)	ACQUISITION COST		FAIR VALUE % (h)
ITEM NO. (a)	DESCRIPTION (b)				PER UNIT (f)	TOTAL (g)	

STANDARD FORM 120A
APRIL 1957 EDITION

120-204

Appendix 7
(Paragraph 4-1)
Sample Form SBA 386, Report of Property for Survey

Appendix 7, con't Sample Form SBA 386, Report of Property for Survey

14.	<p>TO: _____</p> <p>FROM: BOARD OF SURVEY THE BOARD FINDS THAT:</p> <p style="text-align: right; font-size: small;">NOTE - On lines below when appropriate, list item numbers of damaged, unserviceable, or obsolete property, and disposition to be made; such as - retain in property accounts and restore to useful condition by repair or conversion; or expend from accounts and dispose of - by sale as scrap, sale as a commodity, or by destruction.</p> <p>AND RECOMMENDS THAT MISSING OR WHOLLY DESTROYED ITEMS AND THEIR BOOK VALUE BE EXPENDED FROM THE RECORDS AND ACCOUNTS OF S.B.A.: AND/OR THAT</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>AND FURTHER RECOMMENDS THAT - <input type="checkbox"/> THE ACCOUNTABLE OFFICER BE RELIEVED OF LIABILITY <input type="checkbox"/> REIMBURSEMENT IN THE AMOUNT OF _____ BE SECURED \$ _____</p> <p style="text-align: center;">FROM _____ DATE _____</p> <p>CHAIRMAN: _____ MEMBER: _____ MEMBER: _____</p> <p>_____</p> <p>_____</p>
15.	<p>TO: _____ THE RECOMMENDATIONS OF THE BOARD OF SURVEY ARE APPROVED IN DETAIL, OR AS MODIFIED IN THE FOLLOWING RESPECTS:</p> <p>_____</p> <p style="text-align: center;">Title Signature Date</p>
16. CERTIFICATES OF ACCOMPLISHMENT	
<p>(a) I certify that, as required by preceding endorsements, the respective items of property have been expended from the accounting records; that the sum of \$ _____ has been billed as directed and immediate steps will be taken towards collection and deposit; and that the General Accounting Office has been advised of such charge as required by 28 Stat. 47, as amended by 37 Stat. 591 and 42 Stat. 24 (Title 31 U.S. Code, Sections 89, 90, and 91).</p> <p>SIGNATURE _____</p> <p>_____</p> <p style="text-align: center;">Title Date</p>	<p>(b) I certify that the property in question has been expended from the records of this office as directed above.</p> <p>SIGNATURE _____</p> <p>_____</p> <p style="text-align: center;">Title Date</p>

Appendix 8
(Paragraph 6-1a)
Sample SBA Form 1398, ID Identification Card

Name **Last** **First** **Middle Initial**

Weight _____ **Height** _____

Color Eyes _____

Color Hair _____

Date of Birth _____

Place of Birth _____

U.S. Small Business Administration
SBA Form 1398 (2-84) ID INFORMATION CARD

Appendix 8, con't
Sample SBA Form 1398, ID Identification Card

TO BE COMPLETED BY OAS

ID Number _____ **Date Issued** _____

Civil Defense Card Number _____

Government Driver's License Number _____

Telephone Credit Card Number _____

Other Information: